



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
MIDDLE EAST DISTRICT
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WINCHESTER, VA 22604-1450

CETAM-LM

2 December 2015

MEMORANDUM FOR All Headquarters, Middle East District Personnel

SUBJECT: Inclement Weather Policy and Procedures for the 2015-2016 Winter Weather Season

1. References.

a. Pamphlet, OPM, December 2014, Washington, DC, Area Dismissal and Closure Procedures (<https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/dcdissmissal.pdf>).

b. Pamphlet, OPM, June 2008, Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations (<https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/emergencybenefits.pdf>).

c. Pamphlet, OPM, April 2011, Guide to Telework in the Federal Government (http://www.telework.gov/guidance_and_legislation/telework_guide/telework_guide.pdf).

d. AR 690-990-2 (Hours of duty, pay, and leave) 20 May 89 (http://www.apd.army.mil/pdf/files/r690_990_2.pdf).

e. TAMOM 600B-6a (Flexible Work Arrangements (Alternative Work Schedules and Telework)) 8 Dec 14 (<https://intranet.tad.usace.army.mil/site/cetam/Publications/Memorandums/TAMOM%20600B-6a.pdf>).

2. This memorandum prescribes inclement weather policy and procedures for Headquarters, Middle East District (HQ TAM) employees.

3. I recommend each of you review this policy in its entirety. If you have any concerns regarding this policy, I ask that you discuss your concerns with your first line supervisor.

4. In the event inclement weather effects the greater Washington, DC area, aka the National Capital Region (NCR), we do not follow the Office of Personnel Management's (OPM) release, closure, or delayed opening procedures or decisions; however, I do use this guidance as a benchmark for best practices.

CETAM-LM

SUBJECT: Inclement Weather Policy and Procedures for the 2015-16 Winter Weather Season

5. When inclement weather directly affects our area, I will consult with local law enforcement, the Virginia Department of Transportation (VDOT), the Chief of Logistics Management, and our security force to determine if early release, closure, or delayed opening is warranted. In my absence, the Deputy Commander is delegated decision-making authority.

6. Reference 1.a. directs the following when an agency closes:

a. Essential employees and teleworkers are required to work.

(1) When a closure or dismissal is required, those employees with telework agreements will be placed in an "unscheduled telework" status.

(2) Unscheduled telework allows us to maintain productivity and continuity of operations during inclement weather and other emergencies without compromising either your or the general public's safety.

(3) If you have an approved telework agreement and choose not to telework, if and when the district is closed for inclement weather or an emergency, you will be placed in a leave status.

b. Under OPM's updated guidance, employees scheduled to be on vacation or sick leave, if and when we decide to close because of inclement weather, will now be charged for that leave. Past practice was to take an employee scheduled in a leave status out of that leave status and forgive the day as excused absence/admin leave.

c. Any employee who is not under an approved telework agreement known as non-telework-ready will be placed in an excused status for the duration of the closure.

7. Supervisors are to encourage unscheduled telework requests and approve these agreements to the maximum extent possible.

8. Employees who have approved telework (TW) agreements are expected to take their government-issued laptops home with them when inclement weather is imminent and/or if advised to do so.

9. When inclement weather affects our area and our operating schedule is impacted, official announcements will be made as follows:

CETAM-LM

SUBJECT: Inclement Weather Policy and Procedures for the 2015-16 Winter Weather Season

a. Submitted to two local radio stations: (If an announcement is made on the radio, it will specifically mention the Middle East District. Announcements for other Federal agencies in our area or the NCR are not applicable.)

(1) WINC 92.5 FM.

(2) WINC 1400 AM.

b. Posted on the TAM external webpage: <http://www.tam.usace.army.mil>.

c. Recording made on the Engineer Line: (540) 665-ENGW (3649).

d. Posted to our Facebook page: <https://www.facebook.com/usacemed>.

10. Your safety remains my top concern. I understand our family is spread throughout the Northern Shenandoah Valley, into the mountains of West Virginia and the across the Blue Ridge, up into lower Pennsylvania, and beyond. I am also aware of the diverse weather conditions within this region. Therefore, I expect you to take your personal safety, driving abilities, and local weather and road conditions into consideration. Consult with and get the approval of your supervisor if you need to utilize unscheduled telework, take leave, or arrive late to work due to inclement weather. I assure you, our leadership team will be accommodating of your request during inclement weather periods.

11. This policy supersedes memorandum, CETAM-BD-L, 27 Jan 15, subject: Inclement Weather Policy and Procedures for the 2014-2015 Winter Weather Season.

12. The proponent for this subject is the Chief, Logistics Management, at (540) 665-3617.


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